



**CITY OF OLYMPIA**  
invites applications for the position of:  
**Lateral Police Officer**

**SALARY:** \$38.80 - \$48.04 Hourly  
\$6,725.45 - \$8,326.76 Monthly  
\$80,705.46 - \$99,921.12 Annually

**OPENING DATE:** 06/15/11

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**NOTE: Special Application Instructions**

- Entry Level Police Officer candidates: The City of Olympia uses Public Safety Testing (PST) as the initial step for hiring entry-level police officers. Persons interested in applying for police officer positions should visit the PST website at <http://www.publicsafetytesting.com/> to begin the process. Payment of a fee is required.
- Lateral candidates submit an online application, by clicking on the "Apply" link at the top right above.
- The Olympia Police Department is currently hiring for four vacancies and will continue to take applications until the positions are filled.

Under general supervision, performs general duty police work to enforce the law, preserve public safety and order, and apprehend offenders.

The ideal candidate will:

- Cope with a variety of situations with tact, discretion, courtesy and respect.
- Prepare accurate, timely, and comprehensive reports.
- Speak to individuals and groups.
- Maintain composure and take responsible action during stressful and dangerous situations.
- Follow both written and verbal instruction.

**Contact Information**

If you have questions about the position and/or requirements, please contact Sergeant Dan Duncan, at (360)753-8300 or via email at [dduncan@ci.olympia.wa.us](mailto:dduncan@ci.olympia.wa.us).

**EXAMPLES OF ESSENTIAL DUTIES:**

The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Distinguishing Characteristics:

Police Officer - Academy Graduate:

- Requires graduation from an approved law enforcement training academy prior to appointment.

- Police Officer - Academy Graduates are employed at a rate 10% below step A of the salary range for Police Officer.
- When Academy Graduates complete FTO training and are capable of independently performing assigned police duties, they advance to step A of the salary range.
- Graduation from an approved law enforcement training academy and ability to meet standards prescribed by the Washington State Criminal Justice Training Commission for equivalency is required.

#### Police Officer - Advanced Entry:

- Requires prior police experience and graduation from an approved law enforcement training academy prior to appointment.
- Police Officers - Advanced Entry who complete their FTO training are expected to independently perform assigned police duties.
- Candidates who completed a law enforcement academy outside of Washington State are responsible for establishing equivalency, according to standards prescribed by the WSCJTC after appointment.

#### Examples of Duties:

- Patrols designated area of the City during an assigned shift in a patrol car, on a motorcycle or on foot.
- Responds to calls for police assistance or investigation; establishes and maintains control of persons and traffic at the scene; provides protection of life and property, conducts preliminary investigations, gathers evidence, takes statements, issues citations and makes arrests.
- Prepares written reports in accordance with departmental policies and procedures, including case, complaint and shift reports.
- Appears personally in court and testifies as witness or arresting officer.
- Prepares and presents oral presentations as a public service to schools, community action groups and the general public.
- Punctual, regular and reliable attendance is essential for successful job performance.

#### **TYPICAL QUALIFICATIONS:**

##### Knowledge/Skills/Abilities:

- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure and rules of evidence.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification and records maintenance.
- Knowledge of court rules and procedures.
- Knowledge of radio procedures.
- Ability to cope with a wide variety of situations with tact, discretion, courtesy and respect for citizen's rights.
- Ability to prepare written reports in an accurate, comprehensive, timely and legible manner.
- Ability to follow verbal and written instructions.
- Ability to speak effectively to individuals and groups.
- Ability to maintain composure and take responsible action during stressful or dangerous situations.
- Ability to establish and maintain effective working relationships with public and enforcement officials, general public and other employees.
- Ability to practice first aid.
- Ability use and maintain firearms.
- Skill in the safe and effective use of self-defense weapons and methods.
- Demonstrated punctual, regular and reliable attendance is required.

##### Required Experience/Education:

- Police Officer - Academy Graduate: Candidates must be employed as a full-time, paid peace officer within the previous 24 months at the time of application. Graduation from

- an approved law enforcement training academy and ability to meet standards prescribed by the Washington State Criminal Justice Training Commission for equivalency is required.
- Police Officer - Advanced Entry: Candidates must be employed as a full-time, paid peace officer at the time of application; and must have been continuously employed as a full-time, paid peace officer for at least 24 months. Graduation from an approved law enforcement training academy and ability to meet standards prescribed by the Washington State Criminal Justice Training Commission for equivalency is required.

#### Special Requirements:

- Police Officers must be a lawful permanent resident with authorization to work in the U.S. and at least 21 years of age at the time of hire.
- A valid Washington State Drivers License is required upon employment.
- Successful completion of polygraph and psychological examinations, and criminal background investigation are required prior to hire.
- Ability to meet and maintain physical and health standards is a condition of employment.
- Ability to possess a firearm in accordance with Federal or State regulations is a condition of continuing employment.
- Conviction of a misdemeanor crime of domestic violence may result in not being hired or termination of employment as a commissioned police officer.

#### **SUPPLEMENTAL INFORMATION:**

##### Contacts:

- Police Officers routinely come in contact with the general public, other Police Department employees, Municipal Court staff, law enforcement officers from other jurisdictions, and those persons suspected or convicted of crimes.
- Contacts with suspects and prisoners are negative by nature and require a great deal of sensitivity, alertness and interpersonal skill, and the technical knowledge to deal with physical force.
- Contacts with the general public and other groups require the employee to present a professional, law-abiding image on and off duty as a representative of law enforcement and the City of Olympia.
- Police Officers must be able to use tact and discretion, exercise independent judgment, and maintain confidentiality in a variety of routine, emergency or dangerous situations.

##### Supervision:

- Once a Police Officer becomes experienced, he/she may supervise other Police Officers, and may be assigned special duty which requires supervision of special units or functions.

##### Accountability:

- Police Officers are accountable for maintaining public peace and safety, while complying with departmental policies and procedures in the execution of law enforcement duties.

##### Working Conditions:

- Police Officers work in various office and outdoor settings, including significant time spent traveling in a patrol vehicle.
- Due to the nature of contacts, working conditions are unpredictable and contain an element of personal and public danger.
- Police Officers may be confronted with verbal or physical abuse in the course of their duties.
- Physical demands include walking and sitting for extended periods of time, ability to defend self and/or others in hostile, combative situations; may be required to stoop, bend, crawl, climb, carry and/or push heavy objects and any other physical movement in the performance of public safety duties.

In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.olympiawa.gov>

Position #1330-01  
LATERAL POLICE OFFICER  
NC

PO Box 1967  
Olympia, WA 98507  
360-753-8305

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